



Getting started

with the XING TalentManager

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Find talent to match your exact needs and get in touch with them.



Intelligent candidate recommendations

You'll receive candidate recommendations based on your project details before running your first search.



Willingness to change jobs

We use over 50 factors to determine how willing XING members are to change jobs. XING members who are willing to change jobs are twice as likely to reply than candidates who aren't looking for a new role.



Average response rate

The average response rate for messages sent from the

The following checklist will help you get off to a good start with the XING TalentManager. You'll receive lots of tips on how to **set up**, **use** and **integrate** the product into your existing recruiting process.

For further assistance, please refer to the [XING E-Recruiting Community](#).

Our tip

Have an easy start
with our
[introduction video](#)




XING TalentManager


Set-up

- ☐ **Assign licences to your team.**
Visit the admin section to assign XING TalentManager licences to your recruiter team. Please contact your account manager if you require additional licences.
- ☐ **Create a project for each customer request.**
To ensure that all team members have access to your projects don't forget to flag them as "team projects".
- ☐ **Check the assigned candidate and project status.**
Keep the candidate and project status up to date so other members of your team are aware of a candidate's status and also use the statuses provided.


Use

- ☐ **Watch our video "XING TalentManager - Getting started".** 
- ☐ **Create a project for each vacancy.**
- ☐ **Import job details from a PDF or Word file.**
After creating a project you can check out the candidates suggested by XING for any good matches. Take a look at the **XING TalentpoolManager** and **XING JobManager** well as job ad visitors and potential candidates that XING suggests to you.
- ☐ **Approach the department looking to hire.**
Discuss potential search criteria (mandatory and optional requirements, qualifications, target companies, etc.) as well as the candidate profile to find and get in touch with the right candidates.

Search

- ☐ **Watch our video "XING TalentManager - Active recruiting: Search strategies".** 
- ☐ **Start searching.**
Run a search to look for suitable candidates for a vacancy. Tips and tricks for searches are available in the [XING E-Recruiting Community](#).
- ☐ **Create a list of keywords and target companies.**
- ☐ **Save suitable candidates in the corresponding projects and assign a candidate status.**
- ☐ **Save your searches.**
If you hire for certain vacancies regularly or if your search is fairly complex, you can save your search.

Contact

- ☐ **Watch our video "XING TalentManager - Active recruiting: Approaching candidates".** 
- ☐ **Create a list of reasons why candidates should move to your company.**
- ☐ **Create templates based on the vacancy and target group which can be customised for individual candidates.**



XING TalentManager

Recruiting process integration

- ☐ **Add active recruiting to your existing recruiting process.**
Involve the corresponding candidates.
- ☐ **Archive completed projects.**
Archive projects once you hire someone and move top candidates to your **XING TalentpoolManager** for consideration for future vacancies.

Do you have any questions or need any assistance with the XING TalentManager?

Check out the XING E-Recruiting Community
by visiting community.xing.com